

Opportunity Grant Application



MONTANA **ARTS** COUNCIL



NATIONAL
ENDOWMENT
FOR THE ARTS

Send the original and five (5) copies of the Opportunity Grant application form with all of the required items to:

MONTANA ARTS COUNCIL

316 North Park Avenue, Suite 252 (Fed Ex Address)

PO Box 202201 (Mailing Address)

Helena, MT 59620-2201

Telephone: (406) 444-6430 FAX: (406) 444-6548 Email: mac@mt.gov

Revised: 09-05-2006

DEADLINES:

Applications will be reviewed until all funds for the fiscal year (July 1-June 30) are expended. Please call the Arts Council to determine if there are funds available for your project.

Opportunity Grant applications must be **received** by the Arts Council by 5:00pm the first business day of the month and will be reviewed during the mid-month grant review cycle. Incomplete applications or those not strictly following the enclosed guidelines will not be considered.

Faxed or electronically transmitted applications will not be accepted.

MATCH

Opportunity grants require a \$1 to \$1 match of cash and/or in-kind revenues.

Applicants are advised to carefully read and comprehend the following guidelines.

Opportunity grants: The Council recognizes that artists and arts organizations may from time to time experience an emergency or be presented with an **unexpected** opportunity. To respond to these situations **only**, the Council offers Opportunity grants. The grants will not exceed \$1,000, and will depend on available funds as well as the nature of the request. These grants may only be used for one-time projects (see "What we fund" on the reverse of this form for examples). Grants require a \$1 to \$1 match in cash and/or in-kind revenues. The Council meets monthly by teleconference to review applications. Artistic excellence will be included among the criteria considered by the panel.

Eligibility: This program funds individuals, 501(c)(3) organizations and units of government. It funds 501(c)(3) organizations and units of government as grants and individuals as expense reimbursement. Eligible individuals must have been Montana residents for at least one year. Due to limited resources, organizations that have received \$2,000 or more from the Montana Arts Council Public Value Partnership grants in the current fiscal year for which you are applying are ineligible for Opportunity grants. Applicants may receive no more than one Opportunity Grant per year.

What we fund:

Grants of up to \$1,000 are available for opportunities or unexpected emergencies. These grants may only be used for one-time projects, community cultural planning, artist-inspired projects, and the production of new work that demonstrates a significant public impact. The Montana Arts Council supports traditional and folk-art and will accept one-time-only applications for festival projects meeting the criteria. However, the Arts Council does not fund the production or promotion of festivals or craft fairs.

What we do not fund:

The Council does not fund international travel, scholarships, college student productions, support for student performance tours to festivals or events. The Arts Council also does not fund production of video programs or commercials unless the content of the product being promoted is the arts. University projects will not be funded unless they have solid and extensive outreach into the community at large. Incomplete applications will not be considered. Grant funds cannot be used to help fund a commercial, for-profit venture or to pay for projects retroactively. We regret that we are unable to fund the production of radio or television advertising spots, other advertising, marketing, banners or performance programs. We are also unable to fund requests for professional development of artistic or business skills through this program (please see Professional Dev. Application).

Payment: All payments to **organizations** are made upon receipt of the signed contract. Payments to **individuals** are made as expense reimbursement. Please submit receipts for payment with your final report. Normal turnaround for reimbursement checks is approximately 30 days.

Credit: If you receive a Montana Arts Council Opportunity grant, the Montana Arts Council and the National Endowment for the Arts must be listed as funding agents in public announcements, news releases, publications, or information concerning the funded project. Please use Montana Arts Council and National Endowment for the Arts logos provided with your contract or from our website www.art.mt.gov. Digital logos are also available via e-mail at mac@mt.gov. **A project evaluation, financial report and a final report are required upon completion of this project.**

Grant Review: All Montana Arts Council grant review meetings are open to the public. Opportunity grants are reviewed by teleconference at 10 AM on the second Tuesday of each month. The public may attend these meetings at the Montana Arts Council office 316 N. Park Ave, Suite 252, Helena. Please call the MAC office to confirm meeting time and inform us that you plan to attend.

Federal regulations require grantees to provide assurances they will comply with the following: Labor Standards under Section 5(I) of the National Foundation on the Arts and the Humanities Act of 1965; Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213); Regulations Relating to Debarment and Suspension (45 C.F.R. pt. 1154); Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.); Lobbying with Appropriated Moneys (18 U.S.C. Sec. 1913); and Hatch Act and the Intergovernmental Act of 1970 as amended by Title IV of the Civil Service Reform Act; Where applicable, "Buy American Act" (41 U.S.C. 10a-10c). The Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. 3001 et seq.) National Historic Preservation Act of 1966. National Environmental Policy Act of 1969. A-133 Audit Requirements. For explanations of these assurances, please contact the Montana Arts Council

How to submit your Opportunity Grant Application

Submit six complete sets of the application and all support materials. Please remember to sign and date your application or it will not be considered for funding.

Complete the application form and attach the following:

A narrative no longer than one (1) typewritten page, single-spaced, answering the following questions.

1. How does your proposed project meet the criteria of "opportunity" or "unexpected emergency," and what specifically do you plan to do?
2. Who will benefit from this project and in what ways?
3. Who is responsible for carrying out this project and what are their qualifications? (You may send resumes and/or brief work samples. Artistic excellence will be taken into consideration.)

A synopsis of your project, no longer than one (1) page. Be sure to define what your project is and how it relates to the arts. You may also include additional supplemental pages of pertinent information (bios, samples, etc.)

A complete project budget, including income sources and expenses specific to the project. The committee encourages applicants to include cash as well as in-kind match in their budgets as demonstration of serious intent. See instructions next page.

Individuals:

If an individual is applying, applicant should include a bio or resume and/or work samples to demonstrate artistic excellence. (These materials will be returned only with SASE. Do **not** send original materials.)

Organizations:

1. Please submit a summary of the overall budget for the current fiscal year and a list of the organization's governing board.
2. Please provide a one-page history of the organization conducting the project or a brochure about the organization in order to familiarize the grant panel with their background.
3. If you have not applied for a Montana Arts Council grant before include **one** copy of your 501(c)(3) designation letter.

How to construct your budget

Your budget must include all of the expenses and revenue involved in accomplishing your project.

Expenses: This may include items like artist fees, travel, equipment rental or art supplies. Each expense item must be labeled clearly on a separate line. Some State rates to use as a guide are:

Travel:	48.5¢	per mile
Food:	\$23.00	per day
Lodging:	\$60.00	in-state per day plus tax

In-kind contributions are materials, equipment, goods or services that have monetary value and are being contributed to the project without cost to the applicant. An example might be donation of free motel rooms. These in-kind items must appear in both your expense column and your revenue column, as they are contributions to your project for which you have a matching expense.

Revenue means any income connected to your project. Include any cash contributions from individuals or foundations, revenue from ticket or publication sales, registration fees and in-kind contributions. Be sure to name the sources from which you are receiving these revenues in your budget. Also include your request to the Montana Arts Council. The total revenues must equal total expenses. If they do not you must correct or explain the discrepancy.

Sample Budget:

Expenses:

Artist Fees	\$700
Travel	
Meals (\$23*5 days)	\$115
Hotel (\$64*4 days)	\$256
Mileage (300 mi*.485/mile)	\$145
Gallery Space Rental (in-kind)	<u>\$100</u>
Total Expenses	\$1316

Revenue:

Admissions (50@ \$10/each)	\$500
Gallery Space Rental (in-kind)	\$100
Sponsorships	\$166
Montana Arts Council Request	<u>\$550</u>
Total Project Revenue	\$1316

Opportunity Grant application form

PLEASE TYPE

Applicant:

Please check one,

The organization, individual, or unit of government applying for this grant.

☐ 501 c (3) and letter on file with the Arts Council ☐ 501 c (3) and letter enclosed

☐ Unit of government ☐ Individual

Individual name: _____

Organization name (if applicable): _____

Title or Type of artist: _____

Address: _____

City: _____ **State and Zip:** _____

Phone Day: _____ **Phone Eve:** _____

FAX: _____ **Email:** _____

Federal ID# (for Organizations only) _____

Social Security Number (for Individuals only): _____

Name of Project: _____ **Project Start and End dates:** _____

Description of Project:

Describe what grant funds will pay for (please be very specific):

Budget (Please describe these budget line items in your attached budget) *See instructions*

Proposed project cash revenue _____

Proposed Project In-kind revenue _____

Grant Amount Request _____

Total Project Expense _____

Authorizing Signature

Name:

Signature of applicant: _____ Date _____
(unsigned applications will not be considered)